

TOWN OF COTTAGE CITY, MD

POLICE CHIEF JOB DESCRIPTION



The Town of Cottage City located in Prince Georges County, is a residential suburb of Washington, D.C., bordered by the Anacostia River with a culturally diverse population of 1,305 as of the 2010 Census. Cottage City is a small, quiet community lying between Eastern Avenue, Brentwood, Colmar Manor, and the Anacostia River.

JOB CLASSIFICATION

Department: Police
Job Position: Chief of Police
Job Category: Full-time
FLSA Status: Exempt
Salary Range: DOQ

REPORTING STRUCTURE

Reports to: Town Manager
Supervises: Responsible for supervising all subordinate full-time and part-time sworn and non-sworn officers.

JOB SUMMARY

The Town of Cottage City is seeking a professional law enforcement officer to serve as the Town's new Chief of Police. The Chief of Police is responsible for directing, planning, and managing all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Other key competencies include:

- Committed to continuously develop and enhance community-oriented policing
- Exemplary leader within the police department and in the community at large
- Knowledgeable in best practices in law enforcement and how to implement them
- Experience in organizational planning and staff development
- Ability to develop and maintain effective working relationships with the Town Manager and Commission, employees of other departments, representatives of outside agencies, and the public.

The position is a key member of the management team, providing advanced professional expertise and guidance regarding public safety and police response; and must demonstrate personal and professional integrity of the highest order, in both public and private life. Activities are conducted with considerable operational independence and sound personal judgment under broad supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Plans, organizes, and directs all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property.
- Reports to and consults with the Town Manager in determining plans and policies to be observed in police operations.
- Develops and manages all department planning documents, policies, procedures, directives, and general orders; establishes, directs, and implements goals and objectives, long-range plans, rules, regulations, programs, policies, procedures, and work standards for the department.
- Plans and directs the implementation of the Department's short- and long-term goals, objectives, and strategies.
- Establishes relationships with outside Law Enforcement agencies.
- Writes reports on Departmental activities and supervises others in the preparation of reports to the Town Manager and Commission.
- Ensures compliance with all laws which the Department or its officers have the authority to enforce.
- Assumes operational command of police force in emergencies and other major law enforcement operations.
- Oversees, directs, and supervises police department personnel; directs the selection, supervision, assignments, and work evaluation of department personnel; participates in various personnel matters, including investigating complaints and conducting internal investigations when appropriate; provides corrective action as needed.
- Directs the development, preparation, and administration of the annual budget for the department and oversees the management of expenditures and resources in a cost-effective manner
- Monitors resources necessary to perform assignments; recommends new programs, training, staff development, and equipment needs.
- Maintains responsibility for custody of all property coming into possession of the department and prepares and maintains necessary records and reports.
- Supervises preparation and maintenance of records and materials associated with law enforcement activities or administration.
- Prepares and reviews operational and administrative reports.
- Evaluates and implements updated standards and procedures from various law enforcement sanctioning bodies.
- Resolves all citizen complaints in conformance with federal and state laws and Town personnel rules and regulations.
- Reviews and analyzes crime/traffic data.
- Cultivates and maintains positive community relations by participating in community functions and special programs, attending meetings and activities, making personal contacts, serving on boards and committees related to promoting crime prevention and improving law enforcement, coordinating law enforcement activities with other police agencies, and conferring with citizens and Town officials on law enforcement issues.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of community-based outreach and policing.
- Knowledge of principles, practices, and procedures of modern police administration.
- Knowledge of municipal finance, budgeting, personnel, and labor relations.
- Knowledge of crime prevention education.
- Knowledge of Windows and current Microsoft Office programs (Word, Access, Excel, and PowerPoint).
- Knowledge of using Internet for information searches.
- Knowledge of use of e-mail and social media to contact individuals and/or groups.
- Ability to maintain discipline and respect of employees.
- Ability to lead and command a sworn and civilian staff in law enforcement and crime prevention activities.
- Ability to perform a broad range of supervisory responsibilities.
- Ability to communicate in a group and/or one-to-one setting or by telephone.
- Ability to understand community and social conditions to determine needs.
- Ability to maintain moral integrity.
- Ability to work safely without presenting a direct threat to self or others.
- Ability to establish and maintain cooperative working relationships with Town officials, employees, other law enforcement agencies, boards, commissions, and the general public.
- Ability to meet current requirements set forth by the Maryland Police Training Commission.

WORKING CONDITIONS

The Police Chief primarily works weekdays and during regular business hours, but may work at other times of the day and on weekends and holidays in order to participate in, or represent the Town at, special Town, local area, and regional events and activities and to assist in handling emergency situations. The Police Chief is expected to attend Commission meetings, which are generally held after business hours. The work of the Police Chief is performed in a normal indoor office environment. The Police Chief both works alone and with others. The non-physical demands of the position include handling multiple projects simultaneously, frequent work interruptions, and working closely with others as a member of a team. The Police Chief is expected to spend time in a police cruiser patrolling neighborhoods.

MINIMUM QUALIFICATIONS

Any combination of education, training and/or experience that would provide the required knowledge, skills, and abilities is qualifying.

1. A minimum of five (5) years of senior management experience in a municipal government or public safety agency involving responsibility for the planning, organization, implementation, and supervision of service delivery programs and operations. A Bachelor's degree is preferred. Advanced training in police management from a recognized university or other training venue is preferred, or an equivalent combination of training and experience
2. No pending disciplinary actions in his/her current place of employment.
3. Must possess a State of Maryland Driver's License.

4. Must possess a Police Officer certification issued by the State of Maryland Police Training Commission.
5. Must have an acceptable driving record.
6. May be subject to pre-employment, random drug testing, psychological exam, and polygraph testing.

WORK HOURS

This is an “exempt” position and is not eligible for overtime compensation under the provisions of the Fair Labor Standards Act and the Town’s personnel regulations.

Employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours. A core work schedule based on operational needs will be determined. 9 a.m. to 5 p.m., Monday through Friday; alternative business/operating hours may be established with the approval of the Town Manager on a case-by-case basis in order to best meet the needs of residents and other customers.

PHYSICAL DEMANDS

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts objects weighing 24 pounds or less and occasionally lifts objects weighing 25 pounds or more. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

SUBMITTING RESUME AND RESPONSE TO QUESTIONS

Please submit your letter of interest, resume no later than December 13, 2019 to Town Manager Consuella Barbour at townmanager@cottagecitymd.gov

ACKNOWLEDGMENT OF JOB DESCRIPTION

I acknowledge that I have read the job description and requirements for the Chief of Police position. I understand this job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Signature

Date